



**North Central Regional Transit District
Board Meeting
Friday, April 13, 2012**

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Anthony Mortillaro at 9:00 a.m. at the Buffalo Thunder Resort Convention Center, Pojoaque, New Mexico. He explained that no officers were present, and requested that Board's concurrence to convene the meeting. Later in the meeting the Board acted on the bylaws in this regard.

1. Pledge of Allegiance

2. Moment of Silence

3. Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present:	Elected Members	Alternate Designees
Los Alamos County		
Taos County	<i>Commissioner Dan Barrone [T]</i>	
Santa Fé County	<i>Commissioner Kathy Holian</i>	
Rio Arriba County	<i>Commissioner Barney Trujillo</i>	
Ohkay Owingeh		
Pojoaque Pueblo	<i>Mr. Tim Vigil</i>	
San Ildefonso Pueblo		
Santa Clara Pueblo		<i>Ms. Mary Lou Valério</i>

Tesuque Pueblo		
City of Santa Fé	<i>Councilor Patti Bushee</i>	<i>Mr. Jon Bulthuis</i>
City of Española	<i>Councilor Tim Salazar</i>	

Staff Members Present

Mr. Anthony Mortillaro, Executive Director
 Ms. Linda Trujillo, Service Development & Projects Manager
 Mr. Mike Kelly, Transit Operations Manager
 Ms. Kelly Muniz, Financial Manager
 Mr. Jim Nagel, PIO

Others Present

Mr. Dave Harris, NMDOT [T]
 Ms. Judith Amer, City of Santa Fé
 Mr. Andrew Jandáček, Santa Fé County
 Mr. Greg White, NMDOT
 Mr. Antoine Broustra, Southwest Planning and Marketing
 Mr. Mitch Davenport, Construction Manager (Jim West Transit Center)

4. INTRODUCTIONS

Those who were present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Commissioner Trujillo moved to approve the agenda as presented. Commissioner Holian seconded the motion and it passed by unanimous voice vote.

6. APPROVAL OF MINUTES

- **Minutes of Regular Meeting on March 2, 2012**

Commissioner Holian moved to approve the minutes of March 2, 2012 as presented. Ms. Valério seconded the motion and it passed by unanimous voice vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS: Introduction of New Staff Members

Mr. Mortillaro introduced two new staff members, Mike Kelly and Jim Nagel. Mike Kelly was hired a month ago as the new Transit Operations Manager to replace Ivan Guillen, who retired. He has 30 years' experience in transportation, most recently with Santa Fé Trails. Jim Nagel was hired three weeks ago as the Public Information Officer. Mr. Nagel had 25 years in marketing and Public Relations. Both of them summarized their experience and the Board welcomed them to the NCRTD staff.

ACTION ITEMS FOR DISCUSSION/APPROVAL

A. ELECTION OF OFFICERS

Commissioner Holian nominated Commissioner Barrone as Chair. Commissioner Trujillo seconded the nomination. There were no other nominations made and the Board elected Commissioner Barrone by unanimous voice vote.

Councilor Salazar nominated Commissioner Trujillo to be Vice Chair.

Commissioner Holian nominated Councilor Geoff Rodgers to be Vice Chair.

No others were nominated.

The roll call vote ended with a tie vote of 11 to 11.

The bylaws did not address what to do in a tie vote. Mr. Mortillaro said he had spoken with Councilor Rodgers who indicated he was willing to serve in any officer's position.

Commissioner Holian withdrew her nomination of Councilor Rodgers and Commissioner Trujillo was elected Vice Chair by acclamation.

Commissioner Barrone, Chairman asked Vice Chair Trujillo to continue to moderate the meeting.

Commissioner Holian nominated Councilor Geoff Rodgers for Secretary/Treasurer. Commissioner Barrone seconded the motion. There were no other nominations made and Councilor Rodgers was elected by unanimous roll call vote.

B. PRESENTATION AND DISCUSSION OF VOTING STRENGTHS ANALYSIS

Mr. Mortillaro said there had been questions about the voting analysis over the past few months and whether population changes would change the voting strength. He referred to tab B of the Board Packet for

the analysis and briefly reviewed it. Since Española now exceeded 10,000 in population, they would go from 2 votes to 3 votes and that was the only change to be considered.

He clarified that if there were differences, he could bring it back for further direction or the Board could accept this change as presented.

Councilor Bushee commented that the City of Santa Fé had made some annexations recently.

Mr. Mortillaro said he took the statistics off the 2010 census data. Some communities did challenge results and a change might be there but he wasn't sure it would change anything. He explained that Santa Fé city would have to exceed 79,999 for a change to be in order. He agreed to talk with county staff.

Councilor Bushee moved to adopt Option A as presented in the agenda report. Commissioner Holian seconded the motion and it passed by unanimous voice vote.

C. PRESENTATION OF SURVEY RESULTS

Mr. Mortillaro reported that during October, 2011 the District conducted a riders' survey for people riding during a specific week. It took some time to input the data and analyze it. The analysis was done by Southwest Planning and Marketing.

Mr. Antoine Broustra, from Southwest Marketing shared copies of his power point report and reviewed the results.

Councilor Bushee asked several questions about the survey including the "no beverages on the bus" problem.

Ms. Amer asked about drunken riders and if there was a policy to deal with that.

Mr. Mortillaro said staff had found needles or drug paraphernalia after riders left the bus. He was planning to bring a policy recommendation to protect the drivers and passengers as well from that and other inappropriate behavior. Drivers had been told they could refuse service to inebriated people. After allowing them on the bus, it might require law enforcement to intervene.

Mr. Kelly said it was a common problem in transit. Where he had worked before they had only verbal policies, not written. If drinkers behaved, it was okay but for addicted behavior, it was a problem.

Councilor Salazar thought this was a good survey.

Mr. Greg White asked about connecting with DOT Park and Ride.

Mr. Mortillaro didn't recall if that was on the survey.

Mr. White said if it was, he would like to have that information.

No Board action was requested, this item was informational only.

DISCUSSION ITEMS

D. UPDATE OF THE JIM WEST REGIONAL TRANSIT CENTER

Mr. Davenport provided a status update for the center. Heavy equipment had been moving a lot of dirt there. The good news was that the project was back on track and soil issues resolved. They began that on March 20 and included the alternates of the parking lot and Silkey Road.

The interior was 90% complete and the exterior was being addressed. With all the dirt being moved, they didn't have floor finishes being done yet. All utilities were installed to subgrade and all lights were located. The interior was awaiting the exterior work now.

Silkey Way and the parking lot were going through the electrical runs. The big issue was the soils. They were using a filter fabric. They found they didn't have moisture problems in all areas and have realized some savings. The contractor performance was satisfactory.

Vice Chair Trujillo asked how many people were working at the site. He had never seen more than two men working there. He asked if there was a timeline when paving would be finished.

Mr. Davenport said the timeline was July 1. They started the site work on March 20 and there was an enormous amount of work that was estimated to take 120 days.

Vice Chair Trujillo thought the length was because there were too few men doing the work.

Mr. Davenport's experience was different. On his site visits there were at least 3 major earth moving machines being operated. The surveyors located curb gutter and lighting and earth movers were at those times working in the rear. They were not ahead of schedule but had caught up. The fiber contractor had to be in sync with the general contractor.

When he had been there, it was an adequate amount of activity. Some were working 5-6 days. They have six men on site. There was not a whole lot going on in the inside right now.

E. FINANCIAL REPORT FOR MARCH 2012

Ms. Muniz reviewed the financial report for March 2012.

She added a financial summary for this month. This was at 75% of the fiscal year and they had received 62% of revenues and had pending reimbursements from FHWA. The GRT was two months behind. Los Alamos was anticipating a decrease in GRT and Santa Fé GRT had been a little higher. Taos and Rio Arriba were steady.

Capital expenditures were lagging behind but would catch up.

The NMIG auditors have begun their review. She was still working with the NMIG auditor who was going back four years and an audit of Federal 5311 funds had taken place. She was getting ready for state audits.

Commissioner Holian asked if she thought the District would be on budget at year's end.

Ms. Muniz thought so and was now projecting a surplus in revenue.

Commissioner Holian asked if that was carried over. Ms. Muniz agreed.

F. FINANCE SUBCOMMITTEE REPORT

Mr. Vigil said the subcommittee met on March 23 and had one agenda item - the sick leave incentive program. Mr. Mortillaro had prepared a proposal for the committee to figure out how to reduce sick leave use. One was a sell back option and the other a transfer proposal.

Mr. Mortillaro said he prepared two proposals, based on the discussions at the subcommittee. He reported that one year 93% of accrued leave was taken in sick leave absences which was very high. The next year it was 63% and this year to date was about 75%. So current policy was not encouraging judicious use of sick leave. Right now the policy was "use it or lose it." They decided to try more of a carrot than a stick approach. Management could require justification for use of sick leave.

Sick leave transfer would allow a transfer of a certain amount of unused sick leave into vacation leave and if the employee used 3 or fewer days of sick leave they could transfer 100% of its value down to 50%.

In the sell back proposal, the employee could sell back certain sick leave with the same percentages. The first option would cost about \$7,000 and the other about \$16,000. The committee liked both programs and felt he should present to staff which one they would prefer to ask the Board to consider.

Commissioner Barrone asked when it came back for him to share the cost and asked if there was a donation of sick leave in this also.

Mr. Mortillaro said a fiscal analysis would be part of the proposal. Currently, they could develop a sick leave donation program but there had never been any donations in the District's history. He didn't envision doing that. If a staff member ran short, they might have to be on leave without pay. There was a challenge with sick leave donation given the different rates of pay. It was also dependent on popularity. The state disability program had changed from a 7-day wait and to a 28-day waiting period for Short Term Disability Insurance so an employee would have to have 28 sick days to carry them to that point. That required careful management of sick leave accrued.

Ms. Amer asked what the maximum accrual of annual leave was.

Mr. Mortillaro said it was two times annual leave.

Councilor Bushee had a problem regarding no attendance by city councilors on the Finance sub-committee.

Mr. Vigil explained that the meetings of the Finance Sub-committee were previously open to all the board members and some did attend but not always the same people. The District had four counties and the cities could be represented by a county representative so it was four county representatives and one from the tribes. Councilors were not excluded from the meetings but voting was by four counties and the tribes.

Mr. Mortillaro added that they could not have a quorum of the Board. If there were six members it would constitute a meeting of the Board.

Ms. Amer agreed with that interpretation.

Councilor Bushee suggested that budgetary matters should be handled at the Board.

Mr. Vigil explained that all votes of the sub-committee were recommendations to the Board who had the final say.

Councilor Bushee and Mr. Vigil discussed the issue further.

Councilor Bushee understood there was no weighted voting in the subcommittee. She wanted to pursue a way to lock the financial information down.

Mr. Mortillaro said the resolution was approved at the last Board meeting creating the new Finance Sub-Committee structure.

Commissioner Barrone explained that it was taken because there were lots of people showing up for those meetings.

Mr. Mortillaro said they needed to insure there was not a quorum of the Board but that it was transparent.

Councilor Bushee felt it was not a fair representation for that sub-committee.

Mr. Vigil said the Board could do away with the sub-committee but would make the Board meetings six hours long.

Councilor Bushee felt it was punitive and she would be ready for long meetings.

G. TRIBAL SUBCOMMITTEE REPORT

Ms. Valério presented the report.

They met on March 20 at Buffalo Thunder and addressed tribal ridership. A letter was sent to non-member tribes and only one response was received. They also discussed the Nambé route.

They also discussed federal tribal funding. Applications were due on May 10.

Mr. Mortillaro noted that Ohkay Owingeh was applying on their own. He had not heard from the other tribes. That was where it stood now.

Ms. Valério discussed schedule updates. The last schedule was done in 2008.

The next Tribal Subcommittee meeting would be on June 19th (quarterly, not monthly).

H. EXECUTIVE DIRECTOR REPORT FOR MARCH 2012 AND COMMENTS FROM THE EXECUTIVE DIRECTOR

Mr. Mortillaro addressed the collective bargaining issue. He went to a conference with PERLB and had a Teamster representative there. One discussion was who would be included in the collective bargaining unit - only drivers and dispatchers and no temps, probationary or managers would be included. That would leave about 26-27 staff members.

They entered into an election agreement to take place on May 8. There would be three voting locations for easy access - Taos, Española and Santa Fé. They agreed on hours and observers and tabulation of votes. At least 40% of the employees must vote to make formation of a union happen. If a majority was in favor, they would go through the process to establish collective bargaining.

MATTERS FROM THE CHAIR

Chairman Barrone was not present.

MATTERS FROM THE BOARD

Mr. Vigil moved to suspend the bylaws for this meeting in order to allow the meeting to be convened without a Chair or Vice Chair present at the outset. Councilor Bushee seconded the motion and it passed by unanimous voice vote.

MISCELLANEOUS

Mr. Bulthuis announced that Buffalo Thunder was hosting the state transit conference this weekend. He offered to share the agenda for interested people.

ADJOURN - Next meeting was scheduled for May 4th.

Councilor Bushee moved to adjourn the meeting. Ms. Valério seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 10:51 a.m.

Approved by:


Daniel Barrone, Chair

Attest:


Geoffrey Rodgers, Secretary

Submitted by:


Carl Boaz, Stenographer